

# Appendix K

## Application Checklist and Forms

Applicants should be sure to enclose all the items listed below:

- ☐ Introduction (Name of Company/Individual, Site(s) for which proposal is being submitted, Contact information)
- ☐ Financial Statement-Cash Flow analysis for First Year (Form FS-6500-24)
- ☐ At least 3 Credit References, Preferrably Banks (Form FS-6500-25)
- ☐ Resume and References of Firm Principles and On-site Group Manager(s)
  - Experience Table for Firm or Individual
  - Experience Table for On-Site Manager
- ☐ Permit Fee Schedule
- ☐ Proposed Fee Structure
- ☐ Operations Plan (See Appendix C)
- ☐ Business Plan (See Appendix L)

## Experience Table for Firm or Individual

The following table, to be completed by all applicants, will be used to evaluate experience of the firm , and, along with other knowledge the Government may obtain, will be one of the tools utilized in evaluating past performance.

Reference	Involvement in the Outdoor Recreation Field	Willingness to be involved in local community & events	Supportive to On-site Group Manager	Involvement in Customer Service Field	Creation of or Expansion into New Business Fields

Insert the names, addresses, and telephone numbers of the customer or reference under the column labeled **Reference**. In the blocks to the right, indicate with an "X" which tasks were performed for each customer. (You may also choose to insert a short notation of what was done.) List no more than five customers. The most recent jobs that fit this type of work should be listed.

## Experience Table for On-Site Manager

The following table, to be completed by all applicants, will be used to evaluate experience of the on-site manager, and, along with other knowledge the Government may obtain, will be one of the tools utilized in evaluating past performance.

Reference	Dealing with customers and/or the public	Keeping areas or facilities in a safe, clean, sanitary condition	Performance of assigned tasks in a timely and correct manner	Supervision and scheduling of employees	Cleaning and maintenance of equipment placed in his/her care.

Insert the names, addresses, and telephone numbers of the customer or reference under the column labeled **Reference**. In the blocks to the right, indicate with an "X" which tasks were performed for each customer. (You may also choose to insert a short notation of what was done.) List no more than five customers. The most recent jobs that fit this type of work should be listed.

## Permit Fee Schedule

The applicant will specify in his/her application what amount will be paid to the Forest Service, equal to or greater than the minimum, for the first five (5) years of the permit.

Fee to be Paid									
	Big Bay	Greer	Lane Springs	Loggers Lake	Marble Creek	Markham Spring	North Fork	Paddy Creek	Sutton Bluff
Minimum Fee	\$250	\$100	\$250	\$100	\$100	\$250	\$250	\$100	\$250
Proposed Fee-2004									
Proposed Fee-2005									
Proposed Fee-2006									
Proposed Fee-2007									
Proposed Fee-2008									
Total Fee									

Total Minimum Fee (for all 9 sites) = \$1650.00

Be sure to clearly specify what your fees to the government will be each year, **such as**:

- “For Paddy Creek Recreation Area, flat rate of \$125/year regardless of gross income” OR
- “For Paddy Creek Recreation Area, 5% of gross receipts up to \$3000, and 7% of gross receipts above that, with a minimum bid of \$100.” OR
- “For Paddy Creek Recreation Area, \$100 plus 5% of any gross receipts above \$2000”

You may choose to substitute another chart for this form. If you do not propose to pay at least the minimum fee, you must justify why your proposal is below the minimum, and your proposal may not be considered.

## Proposed Fee Structure

The Applicant will specify in his/her application the fees they will charge in the 2004 season and any other subsequent years of the five (5) year permit, if different.

Area	2004 Fee	2005 Fee	2006 Fee	2007 Fee	2008 Fee
Big Bay Camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
Big Bay Parking	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
Greer Camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
Greer - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch
Lane Spring - camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
	\$ /double site	\$ /double site	\$ /double site	\$ /double site	\$ /double site
	+\$ / site electric	+\$ / site electric	+\$ / site electric	+\$ / site electric	+\$ / site electric
Lane Spring - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion
Loggers Lake-camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
Loggers Lake - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
Marble Creek - camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
	\$ /double site	\$ /double site	\$ /double site	\$ /double site	\$ /double site
Marble Creek - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
Markham Spring - camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
	\$ /double site	\$ /double site	\$ /double site	\$ /double site	\$ /double site
	+\$ / site electric	+\$ / site electric	+\$ / site electric	+\$ / site electric	+\$ / site electric
Markham Spring - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
North Fork -camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
North Fork - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch	\$ /canoe launch
Paddy Creek - camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
	\$ /double site	\$ /double site	\$ /double site	\$ /double site	\$ /double site
Paddy Creek - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion

Sutton Bluff -camping	\$ /single site	\$ /single site	\$ /single site	\$ /single site	\$ /single site
	\$ /double site	\$ /double site	\$ /double site	\$ /double site	\$ /double site
Sutton Bluff - day use	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle	\$ /vehicle
	\$ /bus	\$ /bus	\$ /bus	\$ /bus	\$ /bus
	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion	\$ /pavilion
Other fees/notes:					

Form may be modified to include only those sites in proposal, if desired.